

COVENTRY HOUSING AUTHORITY

MINUTES

JANUARY 15, 2014

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rosalie Jalbert, R. David Jervis, Rebecca Parenteau and Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present. Chairman DiPadua thanked Vice-Chair Jalbert for filling in for last month's meeting in his absence.

MINUTES:

Motion was made by Commissioner DeGraide and seconded by Commissioner Jervis to approve the minutes of the December 18, 2013 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT:

The Budget Conference Committee reached a bipartisan agreement and set spending levels for FY 2014 and FY 2015 with partial replacement of sequestration for those years. A copy of this information is included for the board. Julie felt that the Authority might find out funding levels earlier in the year and that funding for admin fees that was at 65% should go up to 75%.

The FEMA claim remains outstanding. Julie spoke to someone on the State RIMA board and learned that the payment was submitted to the fiscal department on December 18th and should be received soon.

The staff attended both the KOV and NRT Tenant Association meetings in January. Each organization is off to a great start.

The minutes of the December meeting of the RI Executive Directors are included for the board's reference.

Some items to be noted in the remaining monthly reports include:

- A savings of 57% was appreciated in the medical deduction bank line item.**
- A 99.5% occupancy rate was maintained in Public Housing assisting the Authority in achieving 100% of revenues when combining budgets for rental and subsidy income.**

- With the 6% sequestered hit in HAP funding, a 96% occupancy lease-up was achieved for the year assisting the Authority in receiving higher administrative fees.
- The Management Portfolio had a 97% occupancy of the 113 units and a 94% rent collection rate which contributed to reserves of management fees.

For the remainder of January, efforts will be on closing the books on 2013 and preparing for audits and year-end statements, most of which are required for submission by February 28th.

Regarding the landlord fraud problem discussed last month, HUD's position is that because the amount is under \$100,000 the landlord is to be terminated and the issue forgotten. Julie also discussed complaints made to HUD by a couple of tenants and the resolution of these complaints.

MAINTENANCE REPORT:

Overtime was worked due to snowstorms.

HOUSING REPORT:

In Public Housing, it was a great year, maintaining a 99% occupancy rate. The Housing Choice Voucher program was at a 96% lease-up rate for the year even with sequestration. Letters have been

issued to all remaining on the HCV list to determine if they are still interested and eligible.

The Management portfolio had a 96% occupancy rate for the year with the surplus added to an unrestricted account.

RESIDENT SERVICE COORDINATOR:

A representative of Senator Sheldon Whitehouse met with residents on December 3rd. Residents of both Knotty Oak Village and North Road Terrace were provided an overview on how to contact the senator.

FAMILY SELF-SUFFICIENCY:

'Tis the Season was a great success. One of the Authority's vendors adopted a family, as did Webster Bank.

The FSS Coordinator NOFA was awarded on December 31st in the amount of \$50,703. This represents a decrease as Authorities received a decrease nationwide.

COMMITTEE REPORTS:

Building Committee:

Modifications to Knotty Oak Village Front Building and Unit Entrances:

Complete: All railings are installed except for Building 14

Pending: Striping of parking spaces and installation of speed bumps.

Area between Buildings 2 and 3 requires minor regrade

UNFINISHED BUSINESS:

A) Dedication: Commissioner Jacques: Commissioner Jervis followed up with Loffredea Granite and informed the board that the cost will be as follows: Stone \$450, Lettering \$700 and Emblems \$150 for a total of \$1,300.

Commissioner DeGraide said that he first discussed this with Chairman DiPadua to say that he felt the monument should be on Town property. Commissioner Jervis spoke to the Town Council president and vice president. They felt that it should not be in front of the Town Hall but suggested placing it in Tower Square. Commissioner Jervis then asked if they would be willing to contribute to the project and they are willing to pay for half. Commissioner DeGraide spoke to Kevin, who said that the Town would take care of the foundation.

Attorney Capaldi said the Chairman Cote called him to discuss this project. Arthur said that he is very pleased with this decision and feels that Commissioner Jacques would be honored by this

recognition. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to approve the purchase of the stone with the proper lettering and WWII insignia. Decision was also made to have Attorney Capaldi write a proclamation that will be hung in the Knotty Oak Village Community Hall. Motion carried with all in favor.

NEW BUSINESS:

A) Agency Annual Memberships: Julie submitted a listing of the annual dues for the organizations the Authority retains membership with. Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to authorize the Executive Director to pay all memberships up to a total of \$4,000. Motion carried with all in favor.

There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to adjourn. Motion carried with all in favor.

Gail T. Woodward

Recording Secretary